



CALIFORNIA ALTERNATIVE ENERGY AND ADVANCED TRANSPORTATION FINANCING AUTHORITY

915 Capitol Mall, Room 457
Sacramento, CA 95814
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www.treasurer.ca.gov/caeatfa

JOB OPPORTUNITY BULLETIN

Working Title: Energy Efficiency Finance

**Class: Analyst / Associate
Staff Services Analyst or
Associate Governmental Program Analyst**

Tenure: Limited Term thru 06/30/17

Time Base: Full Time

**Salary: \$2945 - \$4788 SSA
\$4600 - \$5758 AGPA**

MEMBERS

JOHN CHIANG, CHAIRMAN
State Treasurer

BETTY T. YEE
State Controller

MICHAEL COHEN
Director of Finance

DR. ROBERT
WEISENMILLER
Chairman
Energy Commission

MICHAEL PICKER
President
Public Utilities Commission

EXECUTIVE DIRECTOR
Deana J. Carrillo

Position may be extended to a full 24 month term.

Under the direction of the Staff Services Manager I and/or Staff Services Manager II, this position will act independently in developing and implementing various programs, policies and operating procedures of the California Alternative Energy and Advanced Transportation Financing Authority (CAEATFA) related to the California Hub for Energy Efficiency Financing (CHEEF) Pilot Programs. **The complexity of the duties will be modified to be consistent with the classification of the candidate hired.** Position may travel up to twice a month for one to two days at a time.

Description of Essential Functions:

- Conducts complex analyses of various program design elements, including financing mechanisms such as credit enhancements and on-bill repayment structures to be developed for the Authority's financing programs. Conducts special research-oriented projects on topics that affect the programs of the Authority, including involvement in working group teams that research various issues (policy and administrative); makes recommendations to management, and participates in the rulemaking process including drafting of regulations.
- Conducts meetings with prospective financial institutions and contractors to describe the program and encourage participation; conducts training sessions for newly enrolled participating financial institutions and contractors to train their personnel on the process of project enrollment under the program. Develops slide decks, written communications and web updates to communicate aspects of the program to financial institutions, contractors and consumers. May travel up to twice a month for one to two days at a time.
- Analyzes program applications and claims to ensure compliance with CAEATFA's statutory authority, as well as the applicable program regulations and policies.

To view a complete copy of the duty statement, please visit www.treasurer.ca.gov/careers.

Desirable Qualifications:

- Knowledge of or interest in government bond, grant, loan, and incentive programs, preferably related to energy efficiency or alternative energy
- Demonstrated ability to conduct research and prepare analysis and recommendations for the consideration of management
- Ability to use Microsoft Word, Excel, Outlook, Adobe Acrobat and agency customized database systems
- Ability to work independently and in a team environment

- Desire to work in a fast-paced, small, service-oriented state agency prioritizing accountability, transparency, and customer service.
- Demonstrated ability to think critically, pay careful attention to detail and accept increasing responsibility
- Keen attention to detail.
- Ability to travel up to twice a month for one or two days at a time.
- Communicate effectively orally and in writing, including preparing written analyses and recommendations, and giving in-person presentations before the public, other State agencies, Executive Management and the board of the Authority.
- Familiarity with marketing strategy and development of marketing collateral.

Conditions of Employment: Fingerprinting and Background Check are required.

Who Should Apply: Individuals who possess the qualifications listed above and are eligible for a lateral transfer, reinstatement, or have list eligibility as a **Staff Services Analyst or Associate Governmental Program Analyst**. Should you have any questions, please visit www.jobs.ca.gov.

This position is subject to SROA clearance policies. Surplus employees who meet the requirements are encouraged to apply. Employees in the State Treasurer's Office and the Authorities are encouraged to apply if interested in the position.

How To Apply:

- **Include "AGPA 321-001-5393-007" or "SSA 321-001-5157-xxx"** in the "Job Titles For Which You Are Applying" box on your State standard application (Form STD 678).
- **State the source of your eligibility** (i.e. list eligibility, reinstatement, lateral transfer, SROA, surplus employee, etc.) in the "Explanations" box on your application. If you do not indicate the source of your eligibility, you may not be considered for an interview.
- **Provide proof of meeting the minimum qualifications** of the classification. For example, if you are using educational requirements to qualify, please include a copy of your college degree, or transcripts of completed units or showing degree obtained. If you do not provide proof of meeting the minimum qualifications, you may not be considered for an interview. The minimum qualifications for this class can be found at:
AGPA: <http://www.calhr.ca.gov/state-hr-professionals/pages/5393.aspx>
SSA: <http://www.calhr.ca.gov/state-hr-professionals/pages/5157.aspx>
- **Sign and date your application.** If you do not sign and date your application, you may not be considered for an interview.
- **No faxed or emailed applications will be accepted.**

Final Filing Date: Applications will be accepted **until the close of business on December 2, 2015**. Applications will be screened and only the most qualified applicants will be interviewed.

Submit Applications To:

Michelle Bell
Personnel Office
State Treasurer's Office
915 Capitol Mall, Room 538
Sacramento, CA 95814

If You Have Any Questions, Please Call:

PUBLIC (916) 653-3100 CALNET (916)
453-3100

An equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation. CAEATFA complies with the Americans with Disability Act (ADA). If you need additional information or assistance, please contact STO at (916) 653-3100 or TDD (916) 654-9922.